

Regional Animal Control District

Serving the Towns of
Lebanon, Franklin, Bozrah, Lisbon & Sprague

Mailing Address: 1 Main St., P.O. Box 677, Sprague, CT 06330

Emergency Calls: 800.236-1987

Pound Address: 34 Goshen Hill Road, Lebanon, CT 06249 Routine

Calls: 860.642-6379

Regional Animal Control District Board of Directors

Regular Meeting

Thursday July 28th, 2011 – 10:30 AM

Lebanon Town Hall Conference Room

MINUTES

- 1.0 Meeting called to order by Chairman Rich Matters at 10:36AM.
- 2.0 Recognition of Visitor. None
- 3.0 Public Comment. None
- 4.0 **Moved Ballinger/Osten to add Item #15, “Approval of Animal Control Officers”.**
Vote: Yes, unanimous
- 5.0 **Moved Osten/Ballinger to approve the minutes of the June 7, 2011 meeting. Vote:**
Yes, unanimous
- 6.0 Osten presented end of FY 2010-11 detail. Sprague deposited their dog license fees for this year only in the Regional Account. Total income for District was \$54,774.71. She detailed the accounts that were over this fiscal year including miscellaneous supplies, vet, social security and workmen’s comp. Wages were under budget. There is a \$1,437.00 fund balance remaining. **Moved Matters/Ballinger to authorize Osten to do line item transfers as necessary to adjust the expense line items to show 100% expenditures in preparation of audit. Vote: Yes, unanimous**
- 7.0 Treasurer Osten said she would handle adjustments in budget and accounting report to reflect accurate numbers. Okonuk will meet with Cathy Jarvis, Kennel Maintainer to reiterate the Board’s position that was already told to her in a public meeting that all purchases must be pre-approved. Her reimbursement submittals were not pre-approved and included canned food, treats and other unknown purchases. We are not allowed to pay (or) reimburse sales tax. This practice must stop immediately. The Animal Control Officer (Mike Murphy) works with the Board to decide policy, not paid staff.
- 8.0 **Moved Okonuk/Ballinger to add another line item to the FY 11-12 budget, “Vehicle Maintenance” and to fund with \$2,000.00. Vote: Yes, unanimous**
- 9.0 Approval of payment of bills. None
- 10.0 Matters reported June activity at Edward’s included two weekend, eight daytime, and no night calls. Okonuk to work with ACO next week to install and complete the Excel spreadsheet for tracking calls and all activity.
- 11.0 The Board approved the expenditures for repair to the Van including \$1,600 to replace transmission and \$1,100 to purchase vehicle. No action needed.

- 12.0 Osten drafting letter to send out to residents re unlicensed dogs and will email to all members to review.
- 13.0 Members had individual questions on Roaming Animal Ordinance which applies to dogs only. Minor changes made. **Moved Ballinger/Osten to accept changes to the Animal Control Ordinance re Roaming Animals as discussed. Vote: Yes, unanimous**
- 14.0 Osten knows of a non-profit that would handle adoptions for us several times a year at special events. After presenting and reading letter from Dog Days Adoption Events, Okonuk to provide letter to ACO as well as the Lisbon barking complaint letter that was received.
- 15.0 Matters and Okonuk interviewed three people for Assistant Animal Control position. Matters recommends hiring three people and eliminating the paid Kennel Maintainer position as we need the funds to pay the three ACO's. Positions would shift with daytime ACO from 7AM to 5PM weekdays at \$18,000/year, nights from 5PM to 7AM to clean/water/feed and do emergency calls at \$6,000/year, and weekends from 7AM (Saturday) to 7AM (Monday) to clean/water/feed, open for adoptions, emergencies at \$6,000/year.
- 15.1 **Moved Osten/Ballinger to eliminate the Kennel Maintainer position due to need to rearrange staffing to the facility. Vote: Yes, unanimous**
- 15.2 **Moved Osten/Ballinger to approve the reorganization of the staff at the Pound to include a daytime ACO at approximately \$18,000/year, night ACO at \$6,000/year and weekends ACO at \$6,000/year. Employees will be asked to sign employment agreement. Vote: Yes, unanimous**
- 16.0 **Moved Osten/Ballinger to adjourn the meeting at 12:25PM. Vote: Yes, unanimous**

Joyce R. Okonuk
Secretary